

Course Description

Microsoft® Office Word 2013: Part 3

Course Specifications

Course Number:

091026

Course Length:

1 day

Course Description

Overview:

In *Microsoft® Word 2013: Part 2*, you gained the skills to work with more complex business documents and automate tasks. If you work with lengthy documents, collaborate with others, or create forms, this course will show you how to use Word to efficiently accomplish these tasks.

Microsoft Word 2013 enables you to do more than simple word processing. It can be used to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2013 enable you to revise, manage, and secure your business documents.

Course Objectives:

In this course, you will manage, revise, and distribute documents.

You will:

- Collaborate on documents.
- Add reference marks and notes.
- Simplify and manage long documents.
- Secure a document.
- Create forms.

Target Student:

This course is intended for students who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word.

Prerequisites:

To ensure success, you should be comfortable in the Windows® 8 environment, and be able to use Windows 8 to manage information on your computer. Specific tasks you should be able to perform include opening and closing applications, navigating basic file structures, and managing files and folders. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- *Microsoft® Office Word 2013: Part 1*
- *Microsoft® Office Word 2013: Part 2*

Course-specific Technical Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen
- Microsoft® Office Professional Edition 2013
- Microsoft® Windows® 8
- Email client (optional) for Lesson 1, Topic B, "Sending a Document as an Attachment," Lesson 1, Topic G, "Coauthor Documents," and Lesson 2, Topic D, "Inserting Hyperlinks."

Course Content

Lesson 1: Collaborating on Documents

Topic A: Modify User Information

Topic B: Share a Document

Topic C: Compare Document Changes

Topic D: Review a Document

Topic E: Merge Document Changes

Topic F: Review Tracked Changes

Topic G: Coauthor Documents

Lesson 2: Adding Reference Marks and Notes

Topic A: Add Captions

Topic B: Add Cross-References

Topic C: Add Bookmarks

Topic D: Add Hyperlinks

Topic E: Insert Footnotes and Endnotes

Topic F: Add Citations and a Bibliography

Lesson 3: Simplifying and Managing Long Documents

Topic A: Insert Blank and Cover Pages

Topic B: Insert an Index

Topic C: Insert a Table of Contents

Topic D: Insert an Ancillary Table

Topic E: Manage Outlines

Topic F: Create a Master Document

Lesson 4: Securing a Document

Topic A: Suppress Information

Topic B: Set Formatting and Editing Restrictions

Topic C: Add a Digital Signature to a Document

Topic D: Restrict Document Access

Lesson 5: Forms

Topic A: Create Forms

Topic B: Manipulate Forms

Appendix A: Working with Legacy Form Fields

Appendix B: Managing Document Versions

Appendix C: Microsoft Office Word 2013 Exam 77-418

Appendix D: Microsoft Office Word 2013 Expert Exam 77-419

Appendix E: Microsoft Word 2013 Common Keyboard Shortcuts